



City of Santa Barbara
Parks and Recreation Department
P.O. Box 1990
Santa Barbara, CA 93102
Phone: (805) 963-7567 or 963-7605 Fax: (805) 963-7569 or 963-7607



PICNIC SITE OR INDOOR BUILDING APPLICATION

☐ Park: _____ ☐ MacKenzie Adult Bldg. ☐ Ortega Welcome House

Date(s): _____ Day(s): M Tu W Th F Sa Su

Hours: **Set-up:** _____ to _____ **Event:** _____ to _____ **Breakdown:** _____ to _____

Note: Times listed above will be considered firm, so carefully consider the span of time you need from setup through breakdown. Park monitors/rangers inspect & check site based on these times.

Estimated Attendance: _____ Event Description: _____

Applicant: _____ Organization: _____

Mailing Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Fax: _____ Email: _____

Use Category (check ☒ one): ☐ Private/Commercial ☐ Non-Profit (# _____) ☐ Govt. Agency

Alcoholic beverages served (allowed only in certain parks)? ☐ Yes ☐ No If YES, describe: _____

Amplified sound or music used (allowed only in certain parks)? ☐ Yes ☐ No If YES, describe: _____

Requesting permission to bring an inflatable bouncer (allowed only in certain parks)? ☐ Yes ☐ No

Electricity required (available only in certain parks)? ☐ Yes ☐ No If YES, # of hours needed? _____

☐ Bringing your own food? ☐ Catered?

Requesting use of on-site barbeque (available only in certain parks) ☐ Yes ☐ No

Vehicle access needed into park (available only for licensed caterers only & subject to approval based on the site)? ☐ Yes ☐ No

**THIS APPLICATION MUST BE SIGNED, THEN MAILED, FAXED OR RETURNED TO OUR OFFICE.
NOTE THAT FEES ARE NOT CONFIRMED UNTIL THIS APPLICATION HAS BEEN REVIEWED.**

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City premises under this agreement to the extent permitted by law.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY

Application Fee: \$ _____

Reservation Fee: \$ _____ (_____ hrs @ \$ _____ /hr)

Cleaning Fee: \$ _____

Monitor Fee: \$ _____ (_____ hrs @ \$ _____ /hr)

Utility Fee: \$ _____ (_____ hrs @ \$ _____ /hr)

Security Deposit: \$ _____ (refundable)

Misc. Fees: \$ _____

TOTAL FEES: \$ _____